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## PATROL GUIDE

Section: Personnel Matters

Procedure No: 205-58

### APPEAL OF EVALUATION - UNIFORMED MEMBERS OF THE SERVICE

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**PURPOSE** To permit a uniformed member of the service in permanent rank to appeal his/her evaluation.

**SCOPE** This procedure does not apply to uniformed members of the service who are in the rank on probation (e.g., entry-level probationary police officers, probationary sergeants, etc.).

**PROCEDURE** When a uniformed member in permanent rank wants to appeal a performance evaluation:

**RATER** 1. Inform commanding officer.

**COMMANDING OFFICER** 2. Act as initial hearing officer.
 

- a. Schedule interview with members concerned (i.e., rater, reviewer and ratee named on performance evaluation form), within thirty (30) days of appeal notice.

**NOTE** *If the commanding officer is also the rater on the performance evaluation form, then his/her immediate supervisor will schedule the initial hearing/interview and serve as the hearing officer. If ratee performs below desirable standard, commanding officer must be reviewer.*

**RATEE** 3. Attempt to resolve the appeal.

4. Submit a report on **Typed Letterhead**, if appeal is NOT RESOLVED at rater/receiver level, as follows:
 

- a. Uniformed members of the service below the rank of captain - personnel officer concerned.
- b. Captains and above - Chief of Personnel.

**PERSONNEL OFFICER/ CHIEF OF PERSONNEL** 5. Review the matter by interviewing appropriate parties and examining pertinent records.

6. Report findings in triplicate, within thirty (30) days of receipt of **Typed Letterhead** and interview of parties, as follows:
 

- a. ORIGINAL - to reviewer named on evaluation form, who will inform rater and ratee of findings.
- b. DUPLICATE - to member appealing (i.e., ratee).
- c. TRIPPLICATE - forward to Employee Management Division's Performance Analysis Section for inclusion in ratee's personal folder.

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**NOTE**

*A uniformed member of the service in permanent rank has the right to appeal the contents, recommendations or overall rating of his/her performance evaluation, ONLY if cause for appeal stems from:*

- a. Factual error*
- b. Rater's misinterpretation of instructions*
- c. Bias or prejudice on the part of the rater*
- d. Performance evaluation is completed and based upon OTHER THAN performance factors.*

*A uniformed member of the service has the right to review comments and recommendations made by a reviewer named on the performance evaluation form; however, such comments and recommendations are not causes for appeal by the ratee. Such a review by the ratee is for the ratee's informational purposes only.*

**RELATED PROCEDURES**

*Evaluations - General - Members of the Service (P.G. 205-48)*

**FORMS AND REPORTS**

*Typed Letterhead*